

ADDENDUM TWO TO THE REQUEST FOR PROPOSALS FOR LOS ANGELES COUNTY ONE STOP OPERATOR (OSO) FOR THE AMERCIAS JOB CENTERS OF CALIFORNIA (AJCCS), RFP NO. WIOA-01-2016 (REVISED)

The purpose of this addendum is to answer questions received via email regarding the Los Angeles OSO for the AJCC Request for Proposals (RFP) from October 18, 2016 through October 24, 2016, and questions received at the Proposers' Conference on October 19, 2016.

QUESTIONS AND ANSWERS RECEIVED VIA EMAIL OCTOBER 18 – 24, 2016

QUESTION #1

In regards to page 13, Section 2.1.11.1, "Affiliates will function under the umbrella of the Comprehensive AJCCs and serve as access points into the local AJCC system." Is the affiliate required to have partners on site? If yes, which partners must be on site and how often? Also, is the affiliate required to provide all of the same services as an AJCC?

ANSWER #1

Affiliates are not required to have partners on site. The Comprehensive AJCC that it is associated with is required to have on site partners. With that being said, we highly encourage having partner staff at affiliate sites, if practical and feasible. Availability of information on, and access to, WIOA Partner services is sufficient.

Affiliates are not required to provide all of the same services as an AJCC. Affiliates will at a minimum serve as access points for ADW and Youth@Work program services. Affiliates are extensions of service for the associated Comprehensive AJCC, established for the purpose of extending the reach of the Comprehensive AJCC for the full sub-region. Per WIOA Final Rule §678.310, affiliates are required to make available one or more of the one-stop partners' programs, services, and activities.

QUESTION #2

If a Proposer seeks to operate a Comprehensive AJCC, must the same proposer also apply to provide RR and SCSEP either directly or through subcontracting?

ANSWER #2

It is not required for an agency applying for a Comprehensive AJCC to also apply for the RR or SCSEP programs either directly or as a subcontractor. However, if a Proposer wants to bid for Rapid Response and/or SCSEP, they must also, within the same proposal, bid for a Comprehensive AJCC that is in a sub-region that falls within the larger Workforce Regions of either Antelope Valley, Gateway Cities, or San Gabriel Valley.

QUESTION #3

In regards to page 15, Section 2.2.4 (Operating Sites) it states that "Any reimbursement to the Contractor for lease or infrastructure, will be separate from, and in addition to, their operations budget and allocation." Can the Proposer include the shared costs (including rent) that follow administrative FTE who are directly working on this project but not located at the Comprehensive AJCC or AJCC site in our budget?

ANSWER #3

Only infrastructure costs and/or lease of Comprehensive AJCCs and associated affiliates, or AJCC sites will be covered, including shared cost of staff housed on-site at the Comprehensive AJCCs and associated affiliates, or AJCCs Administrative staff, or any staff, not working at the site cannot be included in the calculations for infrastructure costs.

QUESTION #4

Is the requirement in RFP Section 7.8.2 the same requirement found in the Proposer's Qualification Business Proposal Section B (RFP Section 7.9.5), the length of which is two pages?

ANSWER #4

No, RFP Section 7.8.2 is an opportunity for Proposer's to describe their experience under the Minimum Mandatory Qualifications Submission section of the RFP, and the page limit is one (1) page per Comprehensive AJCC or AJCC being applied for. RFP Section 7.9.5, Section B, is a separate section under the Business Proposal Submission section of the RFP, and the total page limit is two (2) pages, not including forms. Please refer to Appendix D-1, Unique Forms, Proposal Package Checklist, for a complete listing and order of all information to be provided in the proposal.

QUESTION #5

In regards to page 48, Section 7.8.2 Section B (Proposer's Background and Experience), is there a page limit?

ANSWER #5

Yes, please keep the written summary of relevant background and experience (as referenced in RFP Section 7.8.2, Section B) to no more than one (1) page per Comprehensive AJCC or AJCC, being applied for. For example, if Proposer is applying for two (2) Comprehensive AJCCs and one (1) AJCC, this section would be no more than three (3) pages long.

QUESTION #6

RFP Section 7.9.5.1.1 requires proposers to include contact information for references within a two page narrative, and additionally, RFP Section 7.9.5.1.2 states that "the County reserves the right to contact references by telephone, mail or email to ascertain Proposer's qualification and accountability." While pages 50-51 request email addresses, Appendix D, Required Forms, Exhibit 2 and 3 do not provide space for email addresses. Shall email addresses be added to this document by proposers?

ANSWER #6

The forms in Appendix D, Required Forms, Exhibits 2, 3 and 4, have been revised to remove the fax number and insert space for the email address. The revised forms will be posted on CSS's website at <http://css.lacounty.gov/business-opportunities/> and are attached to this addendum.

QUESTION #7

Proposers are to have references complete Appendix D-1, Exhibit 1, "Proposer's Experience Verification Form" and have completed copies emailed to AJCCRF@css.lacounty.gov prior to the proposal due date of 12/19/16. Must reference verification forms only come from the email of the individual listed on the form? Additionally, should proposers also include completed copies of the verification forms in their proposal?

ANSWER #7

RFP Section 7.9.10.2.1 requests that Exhibit D-1, Exhibit 1, Proposer's Experience Verification Form, be completed by agencies that the proposer has had past contract with, as listed in Appendix D, Required Forms, Exhibit 3, Prospective Contractor List of Contracts. References listed on Exhibit 2 of Appendix D, are not to fill out the Proposer's Experience Verification Form. Anyone from the agency listed on the Proposer's Experience Verification form may submit the form via email on the agency's behalf. As long as the forms are received prior to the proposal submission due date, and it comes from the agency filling out the form, it will be accepted. There is no need to provide additional copies of the completed forms in the proposal.

QUESTION #8

In reference to RFP Section 7.9.6.4.8, the RFP requests that employers listed in this section "will provide employment opportunities by hiring qualified trainees, confirm credentials for occupation and play a role in curriculum design." In order to adequately support this request, can employer letters of commitment be provided?

ANSWER #8

Given the amount of time between proposal preparation and Contract start date, employer letters of commitment should not be submitted at this time. The County may ask for employer letters of commitment from successful Proposers at a later date, before contract execution.

QUESTION #9

In regards to RFP Section 7.9.4 (Executive Summary), if the Proposer submits for 3 sub-regions (i.e. San Gabriel Valley, Gateway Cities and Santa Clarita AJCC), should the Proposer write a separate 2-page Executive Summary for each sub-region? Or, does the proposer submit one 2-page Executive Summary for all three sub-regions.

ANSWER #9

For the Executive Summary (RFP Section 7.9.4) under the Business Proposal Format (RFP Section 7.9), Proposer shall submit one two (2) page Executive Summary to encompass all sub-regions being applied for.

QUESTION #10

Can a Proposer choose to partner with another agency as a sub-recipient who is responsible for determining eligibility for program services and held accountable for meeting performance requirements for the program to either Adult/Dislocated or Youth?

ANSWER #10

Partnering as a sub-recipient is equivalent to being a subcontractor. As such, all subcontractors being used by successful Proposer(s) must be procured for under this RFP. With that being said, the Adult & Dislocated Worker program or the Youth@Work program may be subcontracted, but not both. In addition, portions of either program, such as eligibility, shall not be subcontracted separately and apart from the entirety of the program.

QUESTION #11

In regards to RFP Section 7.9.11.1 (Organization Chart), should the Proposer submit a separate Organization Chart for each Comprehensive AJCC, AJCC, Veterans AJCC, and/or Santa Clarita AJCC?

ANSWER #11

No, only one organizational chart shall be submitted for the entire proposal, unless it is different by program or Comprehensive AJCC or AJCC being applied for. In that case, a separate organization chart can be submitted and identified at the top of the page what program or Comprehensive AJCC/AJCC it is applicable to. Since the Veterans AJCC is a separate proposal, it would contain all of the components listed in RFP Sections 7.8, 7.9 and 7.10.

QUESTION #12

In regards to Appendix B-1, Exhibit 4, Page 7/7, does the total number of positions indicated in the staffing chart apply to ADW services only? Or does this reflect the total number of staff positions for both ADW and Youth?

ANSWER #12

The total number of positions reflected on the staffing chart are the minimum number of positions of the Comprehensive AJCC and AJCC that are inclusive of both the ADW and Youth@Work programs.

QUESTION #13

In regards to the RFP, page 12, chart footnote 1; please clarify if the 5% for administrative activities covers direct administrative oversight of the contract (i.e. salary portions) or is this the allowable indirect administrative rate?

ANSWER #13

Up to 5% of the operational expenses for Adult, Dislocated Worker, Out of School Youth, and WBL & ACD can include direct and indirect administrative costs. Please note that this is limited to 5% of actual expenditures within Program Operations and is included within the Program Operations budget.

QUESTION #14

In regards to RFP Section 2.1.11; can an affiliate site be another site operated by the Proposer?

ANSWER #14

An affiliate site, by definition, would be another site other than the main Comprehensive AJCC site. With that being said, Comprehensive AJCC proposers are welcome to proactively identify affiliate site(s) in the proposal. However, proposers should remain cognizant of the fact that those proposers that win an award/contract will not necessarily end up with the affiliate site as identified in their respective proposal(s). County will take the lead in establishing all sites, including affiliates, to ensure appropriate fit for the needs of the sub-region in which the Comprehensive AJCC will operate.

QUESTION #15

In regards to RFP Section 7.9.7 (Quality Control Plan); are the sample monitoring forms in addition to the “one-page maximum”?

ANSWER #15

Yes, all forms are in addition to the maximum number of pages noted next to each section.

QUESTION #16

Please better define the need for the applicant to have received \$1 million in funding from adult and youth workforce development programming in the last year. Can funding from the applicant and its partners be combined to reach this threshold?

ANSWER #16

Since the County is awarding a large amount of funding through this RFP, it is imperative that Proposers demonstrate they have experience in handling similar amounts of funding. Funding from the Proposer and its partners may not be combined to meet the Minimum Mandatory Qualification in RFP Section 3.0.

As stated in RFP section 3.6.1, Proposer(s) applying for funding as a one-stop operator of a Comprehensive AJCC or an AJCC must have a minimum of three (3) consecutive years of experience within the past five (5) years administering workforce employment and training program services specifically designed and earmarked for either Adults or Youth, respectively, regardless of the targeted age range for eligibility. The three consecutive years must be for a single program, either Adult or Youth workforce employment and training program services. This requirement cannot be met using a combination of experience for the two programs. This experience must be with programs that had yearly funding of at least \$1,000,000 or more (in either Adult or Youth) and services equivalent or substantially similar to the services.

QUESTION #17

Are workforce development boards allowed to be partner agencies and receive funding to provide a portion of the services largely due to their expertise in the field?

ANSWER #17

No. Workforce Development Boards may not be a subcontractor to successful proposers per Addendum One to this procurement, under item #1. To further clarify, Workforce Development Boards may be a partner to a Proposer. However, they cannot be a direct contractor or a subcontractor under this RFP. Workforce Development Boards may not receive funds through this procurement.

QUESTION #18

Our agency has provided workforce development services for decades. We qualify under the background and experience section for three of five years providing workforce services. Do we also need to have yearly workforce funding of \$1 million to qualify to apply?

ANSWER #18

Yes, the requirement to receive a minimum of \$1 million annually in workforce funding is in conjunction with the required number of years of experience.

QUESTION #19

Can the proposer apply for a Comprehensive AJCC in one or more of the three locations designated for Rapid Response/SCSEP and NOT apply to operate Rapid Response and SCSEP?

ANSWER #19

Yes, applying for the Comprehensive AJCC or AJCC in one or more of the three locations designated for RR and SCSEP services does not require an agency to also apply for RR and SCSEP.

QUESTION #20

How do we allocate for space needed for onsite partners?

ANSWER #20

County will make determinations as to allocating the space needed for onsite partners, as County will take the lead in determining the Comprehensive AJCC and AJCC site locations.

QUESTION #21

Do onsite partners need to be included in our staffing plan?

ANSWER #21

In terms of a staffing plan for the budget of this RFP, please only include staff that are positions funded under this procurement. However, you may describe the integration of Partners in service delivery.

QUESTION #22

Will the County be posting the sign in sheet and PowerPoint presentation for the bidders conference held on 10/19/16?

ANSWER #22

Yes, both items have been posted at <http://css.lacounty.gov/business-opportunities/>

QUESTION #23

Does the County intend to cover the cost of relocation?

ANSWER #23

If relocation will be necessary for the successful proposer, yes. On a case by case basis, the County will either arrange for moves to occur, or separately pay for the costs of moving.

QUESTION #24

If we have a standing partnership with an existing City or County AJCC, do we need to procure for services?

ANSWER #24

Yes, any subcontracting done with any agency as a result of this procurement must be procured according to RFP Section 5.23. No partners will be “grandfathered” in for this procurement.

QUESTION #25

Do we have to procure all subcontractors for any services?

ANSWER #25

Yes, all subcontractors must be procured under WIOA and thus, for this procurement. With that being said, the Adult & Dislocated Worker program or the Youth@Work program may be subcontracted, but not both. In addition, portions of either program, such as eligibility, shall not be subcontracted separately and apart from the entirety of the program. If Proposer meets all prerequisites for funding, they may propose to deliver all services, and not subcontract at all.

QUESTION #26

Please explain the difference between RFP Section 3.6.1 and 3.6.1.1.

ANSWER #26

RFP Section 3.6.1 states that the minimum background and experience required for Proposers applying for funding as a one-stop operator of a Comprehensive AJCC or AJCC is three (3) years within the last five (5) years with a minimum annual funding amount of \$1 million or more. RFP Section 3.6.1.1 clarifies that if the Proposer chooses to operate BOTH ADW and Youth@Work programs, they must meet the minimum requirements for either the ADW or Youth@Work programs. This section also clarifies that the three years of experience required must be for one (1) program; years of experience across Adult and Youth programs may not be combined to meet the three (3) years of experience. It also states that the experience with the second program being operated (for example, Youth), is only required to have yearly funding of \$500,000 or more; it is not required that proposer have experience with BOTH programs with annual funding of \$1 million or more. For example, a Proposer may have three (3) years’ experience, within the last five (5) years, under the Adult program, with an annual funding amount of \$1 million or more. If they will also be operating the Youth program (as opposed to subcontracting out to another agency), they must also have three (3) years’ experience, within the last five (5) years, operating Youth workforce programs, but a minimum of \$500,000 in workforce funding earmarked for Youth services would suffice.

QUESTION #27

In order to apply as a Comprehensive AJCC or AJCC, does proposer need to have both \$1 million in either Youth or Adult, and \$500,000 in Youth or Adult? For example, if proposer has over 5 years of experience and three consecutive years with funding over \$1 million in youth, however, proposer does not have \$500,000 in Adult funding, is agency eligible to apply as an AJCC?

ANSWER #27

Please see response to question number 26 above. In the example stated in question number 27 above, the agency would be eligible to apply under the Youth program, however, since they don't meet the \$500,000 yearly funding requirement for the Adult program, the agency would have to partner and subcontract the Adult program to an agency that meets the minimum requirements of this RFP. The subcontractor would have to be procured prior to submission of the proposal (reference RFP Section 5.23.2.3) and must be written into the proposal in the responses noted in RFP Section 7.9.6.

QUESTION #28

Must Proposer have three (3) years of consecutive experience in the past five (5) years providing Rapid Response in order to apply for a Comprehensive AJCC (reference RFP Section 3.6.2)?

ANSWER #28

No, it is not required to apply for Rapid Response in order to apply for a Comprehensive AJCC or AJCC. Only if an agency chooses to apply for RR and/or SCSEP, must they also apply for a Comprehensive AJCC in a sub-region that falls within one of the workforce regions, as stated in RFP Section 1.1.3 (San Gabriel Valley, Antelope Valley and Gateway Cities Workforce regions). Applying for a Comprehensive AJCC or AJCC does not also require an agency to apply for RR or SCSEP.

In order to apply for the Rapid Response Program in addition to a Comprehensive AJCC, the Proposer must have a minimum of three (3) years of experience within the past five (5) years providing Rapid Response and lay-off aversion type services equivalent or similar to the services identified in Appendix A-4 to this RFP, WIOA Rapid Response Program SOW, Section 10.0, Specific Rapid Response Program Work Requirements.

QUESTION #29

If Proposer is applying for a Comprehensive AJCC or AJCC in a sub-region, can the Proposer also apply as a sub-contractor with another agency for youth services within the same sub-region?

ANSWER #29

No, per RFP Section 5.23.2.2 an agency may not apply for a Comprehensive AJCC or AJCC and be a sub-contractor with another agency in that same sub-region. However, an agency may apply as a sub-contractor in a different sub-region than where they are applying for a Comprehensive AJCC or AJCC.

QUESTION #30

RFP Section 2.2, Sites, indicates that costs for rent and leases will be allocated separately for these contracts. It also indicates that infrastructure costs such as utilities, maintenance and repairs will be paid

directly by the County or reimbursed separately from the operations budget. Are costs for office furniture and equipment considered site costs, or should Proposers include those costs in their budgets? Is internet considered utilities?

ANSWER #30

Yes, the proposer should include the anticipated costs for office furniture and equipment in their proposed budget. Internet is an Information Technology cost which will be covered by County.

QUESTION #31

Proposers were directed to submit a \$1 million annual budget for the Veterans AJCC, which would include \$250,000 in leveraged resources. Will proposals that include more than \$250,000 in leveraged resources be considered more favorably? Will they be awarded more points in the scoring process?

ANSWER #31

No, the County has not built in additional points to be awarded to an agency who can leverage more than \$250,000 for the Veterans AJCC.

QUESTION #32

Please confirm that the Budget Proposal is a separate tabbed section in the same 3-ring binder as the Business Proposal and should not be submitted under separate cover.

ANSWER #32

Yes, the Budget Proposal is a separately tabbed section to be submitted with the entire proposal. It shall not be submitted under separate cover.

QUESTION #33

In regards to Appendix D-1, Unique Forms, Exhibit 2, Proposed Budget for Comprehensive AJCC Funding, it does not include space to indicate leveraged resources. Where should a Proposer indicate the types and amounts of leveraged resources in the budget?

ANSWER #33

Since leverage is not a requirement under this procurement, no line item was included in the budget to reflect leverage. However, Proposers who plan to leverage funds and/or resources, may explain their plans to do so when answering program questions in RFP Section 7.9.6.

QUESTION #34

In regards to Appendix D, Required Forms, Exhibit 4, List of Terminated Contracts, please indicate whether all contracts, including those terminated from natural end date, or only contracts terminated for cause, or before the end date of the contract should be included. Should a Proposer only list contracts that they failed to complete?

ANSWER #34

All contracts, within the last three (3) years, that have terminated, whether it was due to the contracts' natural end date, or if it was for cause, should be listed on this form. Please ensure that the reason for contract termination is noted in the space provided.

QUESTION #35

RFP Section 3.8.2.3 requires copies of Financial Audit Reports from other County Departments, including Corrective Action Plans (CAPs) and Resolutions, if applicable. Please indicate the required number and date range of documents to be submitted.

ANSWER #35

If applicable, submit any Financial Audit Reports from other County Departments **issued during July 1, 2013 through the RFP due date of December 19, 2016**, consistent with section 3.8.2.2, which requires financial statements or single audits for the most recent three (3) full fiscal years, and also covers any recent FY 2016-17 YTD reports. County will also review Financial Audit Reports, CAPs and Resolutions issued by CSS.

QUESTION #36

Must all program participants enrolled be residents of the Sub-Region being served by the enrolling agency?

ANSWER #36

Program participants for the WIOA Adult & Dislocated Worker and Youth@Work programs can be from any part of Greater Los Angeles County. Participants of Work-Based Learning and Training Services part of the Youth@Work program require that the program participants reside in the Los Angeles County Workforce Development area, preferably in awarded sub-region. However, the One-stop Operator of a specific sub-region will be responsible for, and monitored against, providing services to residents of the entire sub-region awarded. Exceptions will require prior written County approval.

QUESTION #37

Is it allowable to subcontract Adult and Dislocated Worker services AND Rapid Response and SCSEP in the same sub-region?

ANSWER #37

Yes, it is only required that the awarded Comprehensive AJCC or AJCC operate either the Adult/DW or the Youth@Work program. It is not required that both programs be operated by the awarded agency. Awarded agency may choose to subcontract out either the Adult/DW or the Youth program, but not both; the Rapid Response program or SCSEP may also be subcontracted out, as long as subcontracting process is in compliance with RFP Section 5.23.

QUESTION #38

If agency proposes the use of a subcontractor, are MOUs or Letter of Intent required to be submitted with the proposal?

ANSWER #38

It is only required that subcontractors be procured PRIOR to the submission of the proposal (per RFP Section 5.23.2.3) and that the role of the subcontractor be described when answering questions under RFP Section 7.9.6.

QUESTION #39

In regards to RFP Section 7.8.1.1.1, please confirm that you would like the cover page to appear after the first tab.

ANSWER #39

Yes, the Cover Page for RFP Section 7.8 would be part of the tabbed Minimum Mandatory Qualifications section of the proposal. Please also refer to Appendix D-1, Unique Forms, Exhibit 3, Proposal Package Checklist, for a complete listing and order of all items to be submitted under the proposal.

QUESTION #40

In regards to RFP Section 7.8.1.3, is Section A (Proposer's Organization) actually the second tabbed section of the proposal? Or is Section A after the first tab, and Minimum Mandatory requirements are at the front without a tab?

ANSWER #40

Please refer to Appendix D-1, Unique Forms, Exhibit 3 (Proposal Package Checklist) for the correct order for everything to be submitted within the proposal. Section A, Proposer's Organization is part of the Minimum Mandatory Qualifications section, which would be a tabbed section. The proposer may choose to add additional tabs within those sections to make review by the raters easier.

QUESTION #41

Please confirm that the Business Proposal is included in the same tabbed binder as the Minimum Mandatory requirements and Proposers Organization and that you are requesting two (2) cover pages, and two (2) Tables of Contents (in Minimum Mandatory Requirements and again in Business Proposal).

ANSWER #41

Yes, this is correct; everything is to be submitted as one proposal, within the same binder (with the exception of the Veterans AJCC proposal, which is a separate proposal). Under RFP Section 7.8 (Minimum Mandatory Qualifications) and Section 7.9 (Business Proposal), there are their respective Cover Page, and Table of Contents. Please refer to Appendix D-1, Unique Forms, Exhibit 3, Proposal Package Checklist, for a complete listing and order of all items to be submitted under the proposal.

QUESTION #42

Please confirm that proposal should have two different Sections A, B, and C.

ANSWER #42

Yes; Under Section 7.8 (Minimum Mandatory Qualifications Submission Format), there will only be one Section A, B and C (Proposer's Organization, Proposer's Background and Experience, and Proposer's Financial Capability, respectively). Additionally, under Section 7.9 (Business Proposal Format), there is also a Section A, B and C (Executive Summary, Proposer's Qualifications, and Proposer's Approach to Provide Required Services at Comprehensive AJCC or AJCC sites). Please refer to Appendix D-1, Unique Forms, Exhibit 3, Proposal Package Checklist, for a complete listing and order of all items to be submitted under the proposal.

QUESTION #43

Addendum One stated that funding for the Santa Clarita AJCC is deleted in its entirety, but at the Bidder's Conference, it was not discussed. Please clarify if there is \$1,100,000 available or, is only \$390,000 for the jail based and \$100,000 for the employment re-entry navigator available?

ANSWER #43

In Addendum One, the County deleted the funding under Santa Clarita AJCC because it is technically an AJCC, which is reflected in the table under number five (5) of the addendum. The County realized the way the funding was initially displayed in the RFP, did not allocate enough funding to the AJCC in Santa Clarita (the AJCC, without funding for the Jail Based Affiliate was less than \$1,000,000). The County revised this in Addendum One to ensure funding for the Santa Clarita AJCC was made whole. An agency receiving funding as an AJCC in the Santa Clarita workforce sub-region would receive \$1,000,000 as an AJCC, and for the Jail Based Affiliate, they would get an additional \$490,000 (\$390,000 in PIF Funding for Jail Based Program and \$100,000 for the Re-Entry Navigator), for a total of \$1,490,000.

QUESTION #44

Where will the centers be located? Will a list be published on the website during the application process?

ANSWER #44

The County has not identified all physical sites at this time. All sites will be located within the parameters of the map provided in Exhibits B-1 and B-2, Exhibit 2, Los Angeles County AJCC Sub-Region Service Areas.

QUESTION #45

Is a contractor required to apply for the Santa Clarita AJCC, if applying for the Jail Based component?

ANSWER #45

Yes, the Santa Clarita AJCC will be responsible for running the Jail Based affiliate; as such, any agency applying for the Santa Clarita AJCC must also apply for the Jail Based affiliate.

QUESTIONS AND ANSWERS FROM THE PROPOSER'S CONFERENCE – OCTOBER 19, 2016

QUESTION #1

Will there be an allowance for ramp up/ramp down time?

ANSWER #1

There will be a time allowance to conduct ramp up/ramp down activities. It is not currently outlined in the RFP but our goal is to ramp down before June 30, 2017. So the ramp up will naturally take effect starting July 1, 2017. We expect, in consideration that these are new grants, that on July 1, 2017, we will be operational on the ground.

QUESTION #2

The Out-of-School Youth per slot cost is well below the current average and I think it is above just a little less than \$1,900. I was just wondering what was the thinking in terms of the pricing because as you know, Out-Of-School Youth, especially when we are targeting disconnected Youth, require much more comprehensive services and we already leverage and provide, I think we are subsidizing the program right now, a little over \$3,000 a slot cost, and now it is being reduced to about thirty something percent.

ANSWER #2

Slot cost is not part of the system model designed under this RFP. We expect for every Comprehensive AJCC and AJCC to leverage all their partnerships that are expected to be on-site to ensure that partner funding is leveraged in cases where such partners do end up on-site. So a slot cost under this integrated model does not factor in. Under WIOA, we are not looking at a slot cost in any of our Programs, we are looking at outcomes. There is not enough funding in any one Program to support and serve everyone, so we all have to come together and serve under this Comprehensive AJCC Integrated System.

QUESTION #3

In this proposal we are being asked to do a lot more with a lot less, the bottom line is, whether there is a slot cost or not, or if you've considered that concept, we are already leveraging considerable resources to support our existing Program, so essentially we are going to have to seek out more private funds/private grants and other resources to make this work properly.

ANSWER #3

Let me answer your question by saying something that we always say in our department: "You have to see it before you can see it, or you'll never see it." One thing I want to make clear, if you cannot see the vision behind the design, in what we are trying to do, please do not apply. If you do not believe you can deliver what the proposal is asking, do not apply. We want to make sure our partners, our providers are entities that can see and believe in our vision, that can deliver our vision, and that are on the same page as we are in regards to workforce service delivery of tomorrow for our area. It's really important that you can really see what we are trying to accomplish, it is a new workforce system. We really want you to shake it up, be innovative, clear your mind from what is current or what has been and start from a fresh slate.

QUESTION #4

Looking at the WIOA regulations, it requires that at least 20% be set-aside for work experience and OJT. Doing the math, that doesn't leave a lot of resources for occupational training. I know what you just said but I'm trying to get an understanding of what the, if that was built into the equation.

ANSWER #4

It's all built into the equation, it's a system. Training does not have to come from the funding allocated for training, rather, training is fluid and is available through the AJCC and can be leveraged from many sources. Title II is a core partner. We are expecting you to work with them, leverage and deliver what is required under WIOA. Bear in mind also that the 20% set-aside for work experience activities is separate and apart from funds that may be used for training activities (such as occupational skills training).

QUESTION #5

Can we theoretically use private grant foundation funds to meet the 20% expenditure requirement on Workforce?

ANSWER #5

No, you could use private grant foundation funds to deliver training, which there are no required set-asides for. As noted above, the 20% set-aside for work experience activities is separate and apart from funds that may be used for training activities (such as occupational skills training). The budget clearly details the set-aside for work experience as a separate line item.

QUESTION #6

On Appendix D, Required Forms, Contractor List of Contracts, is this form supposed to reflect the mandated requirements in order to apply for this RFP, which is three years of the past five years, providing that kind of service? Do we list that out then for three years, the contracts that we've had, for the past three years that reflect that experience?

ANSWER #6

Yes, we would want your contracts that you have listed in that form to total the required experience for what your agency is applying for. It may not be one contract that is three years, it could be three contracts for one year. As long as you meet the minimum number of experience it would be acceptable.

QUESTION #7

Do you have to list all three years of those contracts on the experience verification form?

ANSWER #7

Your agency would submit the Proposer's Experience Verification form for all three years of the contract, with each form only reflecting one year. For instance, if your agency is reflecting three years of experience with the same agency, each fiscal year you would complete and submit a separate form, so there would be three different forms.

QUESTION #8

For example, our agency receives funding for Adult and Dislocated Worker, Youth and Rapid Response, so I would give four separate forms and list each of the years' experience on each of those forms? The other question why is there five? Why does it say five agency contract listed?

ANSWER #8

As long as the forms cumulatively show the total required number of year of experience, that's fine. If it's covered in less than five contracts, that's also fine.

QUESTION #9

In regards Rapid Response, RFP Sections 1.1.3 and 2.1.18.3, does the Proposer need to submit for a comprehensive AJCC, for the San Gabriel Gateway Cities and/or Antelope Valley to be considered for an award, or can you submit a proposal for any other AJCC?

ANSWER #9

Yes, the award will happen in one of those three areas; if you don't submit a proposal for a Comprehensive AJCC for a sub-region that falls in one of those three larger workforce areas of San Gabriel Valley, Gateway Cities or Antelope Valley, some of which have more than one sub-region, then you cannot apply for Rapid Response or for the Title V Program (SCSEP).

QUESTION #10

In regards to RFP Section 7.9.10, Section G, reference forms and the completion to validate experience; if those forms are not completed by the parties that they are submitted to and returned by the 19th, what does the County recommend?

ANSWER #10

Please ensure that the forms are submitted to the County because it is a minimum requirement. I would suggest reaching out to your references early on and to work on getting those together. It would be an incomplete and non-responsive proposal if the proposal was submitted without the required forms.

QUESTION #11

Is there a limit to the number of sub-regions in which one organization can subcontract?

ANSWER #11

If you are only applying as a subcontractor, there is no limit. However, as we stated before, if you are applying as a Prime contractor (or for a Comprehensive AJCC or AJCC), then you cannot also apply to be a subcontractor for any of the regions that you are applying for.

QUESTION #12

I want to make sure I understand, if you apply as a Prime in three areas with one Proposal, then you could apply as a subcontractor in all of the other sub-regions that you are not applying for as a Prime, is that correct?

ANSWER #12

Yes, that's correct.

QUESTION #13

My other question has to do with the Proposal Evaluation piece, I'm just trying to envision one proposal with three sub-regions and the base points that are all the same for each sub-region, is that Proposal going to be read and scored three times, so that you could potentially receive a different score for each sub-region, in the same Proposal?

ANSWER #13

Yes, that's correct depending on what programs are being applied for. Please refer to RFP Section 8.6, Scoring Matrices, for complete detail on the possible points for each type of AJCC and program.

QUESTION #14

To run the Jail Program, do you also need to have a Comprehensive AJCC and a Youth Program?

ANSWER #14

For the Jail Based affiliate, you would also have to apply to run the Santa Clarita AJCC. You must meet the experience requirements stated in RFP Section 3.6 for the Adult, and the Youth programs, to be eligible to apply for an AJCC; you must also meet the experience stated in RFP Section 3.6.3 for the Jail Based Affiliate.

QUESTION #15

Incarcerated people often cannot work with youth, but youth programs are required. What is an expected work around?

ANSWER #15

You're absolutely correct, which is why we have allowed for the Santa Clarita AJCC to subcontract the Jail Based Affiliate, and whoever they subcontract with must meet the experience requirement for working with that type of population.

QUESTION #16

For those administrative staff who are working directly on the project but who may be housed at our administrative office site, can we share their shared costs, which includes their rents, in our budget?

ANSWER #16

No. We are only going to be funding sites and leases associated with the Comprehensive AJCC or AJCC site. No funding can be shown on this budget for any other site.

QUESTION #17

When will the County implement the paperless process, online access to Wage Base Data, etc., to streamline enrollment process requirements and facilitate more efficient documentation for the County?

ANSWER #17

The County will be working toward rolling out a paperless process. In your agency's proposal, we want to hear your innovative ideas and strategies that you can bring to the table, rather than the County's current process. A current contractor should not be advantaged in this area by using County's process in their response to this RFP.

QUESTION #18

So does this mean that under the new RFP, the County is not going to go paperless yet at this time?

ANSWER #18

The County will go paperless when the State allows us to go paperless. Currently the pilots that are being operated are operated by the State. The State has not allowed everyone to go paperless at this time.

QUESTION #19

In the RFP, there is a question relating to compliance with the County's green initiative. Will CSS provide information regarding the green initiative, to the extent that our search has found no Green initiative, there does not appear to be a comprehensive policy for a Green Initiative.

ANSWER #19

Once the County identifies who the contractors will be, we will work with them to put a policy in place as to what is the Green initiative. The County is mandating that all departments go Green and there are different definitions of what is Green from department to department. The intent of RFP Section 7.9.8, Proposer's Green Initiatives, is to hear more about what the Proposer plans to implement, and what ideas they have in an effort to go "Green."